

Electrical Switch Room

Code: ANCMF-AU-EF-ESR-01 • Facility: Education Facility • Frequency: daily

Scope of Work

- Dust all surfaces including switchboards, panels, and shelves.
- Wipe down all accessible surfaces with a damp cloth to remove dust and dirt.
- Vacuum the floor to remove dust and debris.
- Mop the floor with a damp mop using a neutral detergent solution.
- Empty rubbish bins and replace liners.
- Ensure all cleaning activities do not interfere with electrical equipment or safety protocols.

Method

1. Use a colour-coded cleaning system to prevent cross-contamination.
2. Start by dusting from top to bottom to ensure all dust is collected.
3. Wipe surfaces with a damp cloth, ensuring no moisture enters electrical components.
4. Vacuum the floor using a vacuum cleaner with a HEPA filter to capture fine dust particles.
5. Mop the floor using a damp mop and a neutral detergent, ensuring the floor is not overly wet.
6. Dispose of rubbish in designated bins and replace liners.

Equipment

- Colour-coded microfibre cloths
- Damp mop and bucket
- Rubbish bin liners
- HEPA filter vacuum cleaner
- Neutral detergent

Quality Criteria

Performance Level	Criteria
Excellent	No visible dust or debris on any surfaces; floors are clean and dry; no odours present; rubbish bins are empty and clean.
Good	Minor dust on high surfaces; floors are clean with minimal moisture; no strong odours; rubbish bins are empty.
Pass	Visible dust on some surfaces; floors are mostly clean but may have some moisture; mild odours present; rubbish bins are not overflowing.
Fail	Significant dust accumulation; floors are wet or dirty; strong odours present; rubbish bins are full or overflowing.